

IAS - 133/74
29 October 1974

MEMORANDUM FOR: Associate Deputy Director for Intelligence

SUBJECT : IAS Policy on "Flex Time"

1. On 15 October NPIC inaugurated a "flex time" program which allows their personnel to choose their working hours in any eight-hour block between 6 a.m. and 6 p.m. Other tenants []--Army, DIA, and IAS-- are still observing normal hours: 0745-1615 for IAS and DIA; 0730-1600 for Army.

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2. However, in consonance with energy conservation policies which have encouraged carpooling, we have allowed IAS personnel, who are in car-pools composed largely of NPIC personnel, to adjust their hours accordingly. A total of [] IAS people are "flexing" under this policy.

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3. Our present attitude toward this NPIC development is "wait and see." Some NPIC managers have raised complaints that skilled personnel are not available when needed--we have encountered similar situations when trying to deal with NPIC. However, these instances may reflect the state of flux found in any newly instituted program.

4. We generally view the "flex time" concept negatively. We have only limited numbers of people in any one specialty, and responding to coordination requirements of NIB and NID items in the afternoon requires the presence of these people. Further, it will be difficult, if not impossible, to spread proper supervision through a 12-hour period. From an economy standpoint, it would also appear more practical to operate the building for an 8-hour period and shut down rather than operate utilities through a 12-hour period.

5. As long as optional work hours are available to NPIC, however, there will be strong pressures from IAS personnel to get in on what is viewed as a good thing for the individual employee. We are, therefore, evaluating the impact of this program on NPIC's ability to function, and to determine the advantages and disadvantages concerning those we have currently allowed to adjust work-hours for carpooling reasons. We expect

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the situation to clarify itself sufficiently in a few weeks to enable us to determine which way we should go in consonance with our responsibilities and the needs of the Service.



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